



"Creating an excellent
college experience"

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Section:
Bakery and Commissary

Subject:
Bakery Product Handling Procedures

Bakery Product Handling Procedures:

In order to provide our customers with consistent high quality bakery products procedures for handling, storing, and disposing of bakery items should be followed at all times. Since bakery products vary there are different instructions for each type of item. Bakery product should be ordered so that there is enough to last the day with minimal leftover at the end of the night even if the product can be used a second day. At the discretion of management bakery items that are not sold day old may be donated to the Utah Food Bank, sold to employees at cost + 20%, or thrown away. Leftovers are not to be given away or sold at a discount price the next day.

Note: All products that are kept overnight should be closely inspected and taste tested by opening supervisor prior to being used. It is ultimately the opening supervisor's responsibility to make sure that the product has held up overnight and meets Dining Services Quality standards. If there is any question the product should be discarded.

Procedures:

Bagels:

1. Bagels should be separated by flavor prior to being stored or put out for display. Savory Bagels, particularly Everything Bagels, can affect the taste of sweet bagels.
2. Bagels should be sliced to order. Pre-slicing bagels makes them dry out faster.
3. Day old bagels may be used for sandwiches or French bagels only.

Bar Cookies & Brownies:

1. All Bar cookies & Brownies should be cut as needed to keep them from drying out prematurely.
2. Bar Cookies & Brownies can be sold day old if they are wrapped tightly with plastic wrap or covered with a bun pan cover. Bar Cookies should be stored in the refrigerator overnight. Brownies should be stored at room temperature.

Breads:

1. Bread should be stored in closed bread bags or other airtight containers.
2. Breads should be sliced as needed to prevent them from drying out prematurely.
3. Bread sold by the slice may not be sold day old.
4. Bread used for sandwiches may be used for 2 days as long as it is stored correctly and shows no sign of mold or drying out. Focaccia Bread may be used up to 3 days.
5. Sour dough sliced bread may be used day old.
6. Day old bread sold by the slice can be used for French toast, bread pudding, or donated to the Utah Food Bank.

Buns and Rolls:

1. Buns and rolls should be stored in closed bread bags or other airtight containers.
2. Buns and rolls used for sandwiches may be used day old as long as they are stored correctly and show no sign of mold or drying out.
3. Rolls sold as is should not be used day old.

Cakes & Pies (including cake balls, cupcakes, and pie pockets):

1. Cakes should be cut as needed to keep them from drying out. A piece of parchment paper, deli paper, or plastic wrap should be placed on the inside of the cut after a slice of cake has been removed to prevent drying out.
2. Cakes & Pies may be sold day old if they are stored in the refrigerator overnight. They should *not* be covered because the plastic wrap will make a mess of the top. Exposed areas where slices have been removed should be covered with parchment paper, deli paper, or plastic wrap. *Note: Cheesecake and all pies should also be stored in the refrigerator during the day.*

Cookies:

1. Cookies should be displayed so that there is minimal risk of them breaking. Frosted Sugar Cookies and Pumpkin Chocolate Chip Cookies should never be stacked.
2. Cookies may be sold day old provided that they are stored overnight at room temperature and wrapped tightly with plastic wrap or covered with a bun pan cover.

Croissants, Danishes, Puff Pastry, and Sweet Rolls

1. All Croissants, Danishes, Puff Pastry, and Sweet Rolls should be displayed so that the filling/topping does not get smashed. Savory and Sweet Danishes should be separated.
2. Croissants, Danishes, Puff Pastry, and Sweet Rolls are not to be sold day old.
 - a. The exception to this is that Croissants may be used day old for sandwiches.

Muffins:

1. Muffins should be displayed so that the tops and sides do not get smashed together.
2. Muffins are not to be sold day old.

Quickbreads:

1. Quickbreads should be sliced only as needed to prevent them from drying out pre-maturely.
2. Quickbreads can be sold day old if they have been stored overnight at room temperature in a closed bread bag. Quickbreads that have been in a warming drawer for more than an hour during the day should not be saved overnight.

Scones:

1. Scones should be separated by flavor prior to being stored or put out for display. Savory Scones can affect the taste of sweet scones.
3. Scones should not be sold day old.